



CITY OF FAYETTEVILLE REQUEST FOR QUALIFICATIONS

Issue Date: September 29, 2021	RFQ Number: MC265-04	RFQ Title: City of Fayetteville Municipal Court Judge
RFQ Due Date and Time: October 15, 2021 and 5:00 PM		Number of Pages:

CONTACT INFORMATION	
Procurement Agent and Contact for this RFQ: Carleetha Talmadge	Procurement Official: Carleetha Talmadge, Assistant Finance Director
City of Fayetteville Finance & Administrative Services Department 210 Stonewall Avenue W Fayetteville, GA 30214	Phone: (770) 461-6029 Fax: (770) 460-4238 Website: www.fayetteville-ga.gov

INSTRUCTIONS TO OFFERORS	
Return Sealed Proposal to: City of Fayetteville Finance & Administrative Services Department 210 Stonewall Avenue W Fayetteville, GA 30214	Email Subject Line: Fayetteville Municipal Court Judge RFQ Due Date & Time: October 15, 2021 & 5:00 PM Special Instructions: Portable Document Format (.pdf)
IMPORTANT: SEE STANDARD TERMS AND CONDITIONS	

OFFERORS MUST COMPLETE THE FOLLOWING	
Offeror Name & Address:	Authorized Signatory: (Please Print Name and Sign in Ink)
Offeror Phone Number:	Offeror Fax Number:
Offeror Federal I.D. Number:	Offeror Email Address:
OFFEROR MUST RETURN THIS COVER SHEET WITH RFP RESPONSE	

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SECTION 1: BACKGROUND

BACKGROUND A. GENERAL INFORMATION ON THE CITY AND THE COURTS

THE CITY:

Fayetteville is a city and the county seat of Fayette County, Georgia, United States. As of the July 2019, the city estimated population is 17,991. Fayetteville is located 22 miles south of downtown Atlanta.

THE COURTS:

Fayetteville Municipal Court is located at 760 Jimmie Mayfield Blvd., Fayetteville, GA 30215, which shares a building with the City of Fayetteville Police Department. Fayetteville Municipal Court is held twice a week, Tuesday for arraignments and Wednesday for calendar calls, bench trials and probation revocation hearings. The Fayetteville Municipal Court has a thriving Pre-Trial Diversion program. Due to COVID-19 and safety measures, Fayetteville Municipal Court has moved to a Hybrid Court Calendar, a virtual and in-person calendar where we have two arraignment calendars on Tuesday, one that starts at 8am and one that starts at 10am. On Wednesday, we have calendar calls and probation revocations hearings that starts at 8am and once a month on Wednesday, we have bench trials that starts at 8am. Fayetteville Municipal Court principle activities include:

- Conduct arraignments for all defendants charged with applicable traffic, ordinance cases, and criminal misdemeanors in the City of Fayetteville. This is the defendants' opportunity to enter a plea or negotiate a settlement in their cases
- Hold bench trials for those defendants who have pleaded "not guilty." A bench trial is heard by a Judge as opposed to a jury. Jury trials are held in Fayette County State Court.
- Hold probation revocation hearings for those defendants on probation.
- Adjudicate all alleged violations of Fayetteville environmental, building, and development codes.
- Maintain complete and accurate records of all court proceedings.

SECTION 2: SCOPE OF SERVICE

PURPOSE

The City of Fayetteville, Georgia, is requesting qualifications/submittals from qualified attorneys interested in serving as the Judge for the City of Fayetteville Municipal Court.

SCOPE OF SERVICES AND QUALIFICATIONS:

The duties of the Municipal Court Judge shall be to perform all functions and duties specified in Section 7.02 of the Charter of the City pursuant to the Uniform Rules of the Municipal Courts of Georgia and Title 36, Chapter 32, Article I of the Code of Georgia, and to perform such other

legally permissible and proper duties and functions as said the position shall require. These duties shall include, but are not limited to the following:

- to conduct the judicial functions of the Municipal Court, including pretrial conferences and scheduling of Pro-Tem Judge
- to preside over cases coming before the Court (criminal misdemeanor, traffic, ordinance cases)
- to conduct arraignments, bench trials and hearings as set forth on the courtroom calendar
- to determine punishments and fines and set bonds
- to prepare and issue search warrants, subpoenas, and other process necessary to administer the power of the Court
- to coordinate with the City Chief of Police to reduce or eliminate backlog of pending cases and to minimize the time City Police Officers are required to be in Municipal Court
- to attend required seminars given by the State of Georgia for Municipal Court Judges
- to have knowledge of ordinances, statues and court decisions relating to Municipal Court jurisdictions
- to maintain complete and accurate records prescribed by law and consistent with effective management of the Court and
- to perform such other duties as may be required by law or ordinance
- make recommendations to the City to improve the efficiency or other operating conditions of the Court

Qualifications:

Education and Experience:

Minimum qualifications include a Juris Doctorate degree from an accredited law school, license to practice law in the state of Georgia, certificate of Good Standing from the State Bar of Georgia, three (3) years' experience as a practicing attorney with no prior disciplinary actions with the State Bar of Georgia, and will be able to provide proof of legal malpractice liability insurance with professional liability limits of at least \$1,000,000.00 coverage for each individual claim.

Term:

This Agreement shall apply to the current term of office, beginning on the date of the execution of hereof and ending on the 31st day of December 2021, unless sooner removed by the City Council.

Compensations/Hours of Work:

The Municipal Court Judge will be an independent contractor governed by the terms of a professional services agreement acceptable to the City in form and content. This is an independent contractor position. Travel and other incidentals like supplies, equipment, phone calls, jail visits, consultation and all other responsibilities conducted outside of regularly scheduled court sessions will be compensated monthly in the amount of \$750.00. The Court sessions scheduled by the Municipal Court Clerk, reviewed by the Municipal Court Judge and approved by the Assistant Director of Finance will be compensated at \$350.00 per day, however during COVID-19, while

the Courts are utilizing a Hybrid Court Calendar where the calendar is being split into two different times, the Municipal Court Judge will be compensated at \$550 per day, otherwise, \$350 per day. Compensation for required services shall be paid on the first day of the month following the month in which the services are rendered.

Independence:

The Municipal Court Judge shall use his/her best legal judgement in deciding cases brought before him/her without interference or influence from any official or employee of the City or any third party.

General Provisions:

This agreement shall constitute the entire agreement between the parties and supersedes any previous agreements or understandings. If any provision or a portion thereof contained in this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect. No other benefits, consideration, or compensation of any kind shall be due from the City to judge or any pro tem judge other than as set forth herein.

Selection Criteria:

Each Statement of qualifications will be evaluated based on the requirements outlined. Those applicants deemed most qualified will be scheduled for interviews and further evaluation.

SECTION 3: PROPOSAL CONTENT AND FORMAT

In order for the City of Fayetteville to adequately compare and evaluate Qualifications, all qualifications must be submitted in accordance with the format detailed in the following below.

Cover Letter:

(One printed page maximum.) Provide a cover letter summarizing your qualifications, education, professional experience, and information on the nature of your current practice/position. Include your name, address, telephone number, fax number and e-mail address

Resume:

Provide a resume that includes detailed information on your education and professional experience. At a minimum, the professional experience section should include detailed information on your past positions, such as the organization name, dates of employment; specific job duties and accomplishments. If you have ever been a prosecutor or public defender, detailed information on those positions is desired.

References:

The City will wish to speak with attorneys or other persons who are familiar with finalists for the position. Please provide at least three professional references (at least one judge, one prosecutor, and one defense counsel, all with experience in courts of limited jurisdiction), at least three-character references, and phone numbers for all references. Explicitly note any references that should not be contacted without the City notifying you in advance.

SECTION 4: SUBMISSION OF RESPONSE

Responses/Qualifications must be submitted via e-mail to Carleetha Talmadge, Assistant Director of Finance and Administration at ctalmadge@fayetteville-ga.gov. Email Subject Line must say” **Fayetteville Municipal Court Judge**”. Submittals/qualifications are due no later than October 15, 2021 at 5:00 p.m.

Submissions/Qualifications received after this date and time or at any other location will not be accepted or considered. It is the sole responsibility of the Offeror to submit its Response before the deadline.